

October 21, 2004

Evergreen Visioning Project Task Force
Member private meeting
Pala Rancho Cabana Club

The task force members came to agreement on these items to be recommended to Councilmember Cortese as modifications to our meeting process in an effort to conduct more productive meetings that capture all issues and keep our progress moving forward.

A. Agenda related

1. The members would like input to the agenda of each meeting.
2. At each meeting, the final piece of business is to set the agenda for the next meeting. The agenda should be 80% complete at this point.
3. Next-meeting Chair/Vice-Chair will volunteer and are confirmed via quick vote. Chair, using work plan, will collaborate with city staff to finalize agenda.
4. Between meetings agenda ideas can be sent to Dave's office and they will work with Chair on inclusion or deferral
5. Agenda should be published 7-days prior to the next meeting, distributed to task force members, on website (sent to Evergreen Times?)
6. Agenda includes OLD BUSINESS: approve previous meeting minutes, recap open issues with status (each issue indicates action to be taken and owner); items carry over on minutes until closed (see below)
7. Agenda includes NEW BUSINESS: an open time for members to address the group and log new issues to be tracked, opportunity to request items to be added to website [1]
8. A public open comment section at the end of the meeting, 15 minutes, 1-minute per comment, no response, captured in minutes; written comments can be submitted using note cards at meeting, or via website [2], [3]
9. Proposed new agenda format is in attached Exhibit A

B. Meeting roles

1. Chair – conducts meeting, introduces presenters, recognizes members who indicate that they wish to speak by raising their hand; run old and new business discussion
2. Vice-Chair – conducts meeting if Chair is unable to attend
3. Secretary – records meeting minutes; quickly makes corrections to minutes as noted by task force members; publishes agenda and minutes
4. Parliamentarian – this person facilitates the meeting ensuring that the agenda is followed; interrupts speaker if getting off agenda and recommends addition of tangent item to new business later; manages time for each agenda item [4]

C. Minutes

1. Recorded by Secretary
2. Published to task force members, with next agenda, one week prior to next meeting
3. Reviewed by members who can respond with corrections to be made by Secretary
4. Accepted at beginning of next meeting
5. Maintain issues list – a "living" document of issues, updated and distributed with minutes (mentioned in item A6 above)

D. Communication

1. Have city handouts on EVP process available for public at each meeting; these are the same handouts used at community meetings and the glossy brochure sent via mail; should describe method for public comment
2. Document clearly describing task force's role and authority [5]
3. Task force wants oversight of city EVP website and mechanism to add items; at old business section of agenda items requested to be added to the website will be verified [1]

Items needing attention indicated in brackets above:

- [1] Need direct contact information for city web site editor
- [2] Dave's office please provide pens and note cards for written comment submission
- [3] Need web page for online submittal of comments from public; send to Secretary
- [4] Dave has volunteered to be Parliamentarian – the task force is fine with this
- [5] Verify role and authority clearly articulated in glossy mailer; if not, add to handouts in D1
- [6] Chair and parliamentarian probably need microphones

Next member meeting:

The group agreed to meet again prior to the next regular EVP meeting in order to come to an agreement on total number of houses, with ballpark numbers for each property, so that the EIR process can move forward. Members should watch the Yahoo group EVPTaskForce for meeting date/time/location.

Additional items/notes:

1. Would like to adopt these changes for the December meeting.
2. Group would like to have regular EVP task force meetings moved to Thursday nights.
3. Guiding principles sometimes can be interpreted subjectively. Clarifying them may be necessary to avoid confusion. This can happen as principles are used to address issues/concerns.

Notes from conversation with Dave:

1. Consensus measured on scale from "can accept it" to "love it".
2. If member(s) cannot "accept it", we may have to defer for discussion at a private member meeting for resolution.
3. Process: Interests/principles => issues/concerns => position
We use guiding principles, discuss issues/concerns, reach a position. Dave would like to be parliamentarian and guide us through this process.

This meeting was attended by:

Mike Alvarado, Jenny Chang, Homing Yip, Jim Zito, Tian Zhang, Dan Jacobs, Alan Covington, Freda Wang, Victor Klee, Chris Corpus, Dan Gould, Mark Milioto, Sherry Gilmore, Silvia Alvarez, Ike White, Gordon Lund, Lou Kvitek